



# TORQ Analysis of Packers and Packagers, Hand to Postal Service Mail Sorters, Processors, and Processing Machine Operators




## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Packers and Packagers, Hand	53-7064.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

84

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 77	Level	 91	Level	 85

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Perceptual Speed	34	20	50	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Near Vision	51	14	62								
Oral Expression	46	11	53								
Written Comprehension	41	9	56								
Category Flexibility	39	7	56								
Speech Clarity	37	7	56								
Finger Dexterity	37	7	53								
Static Strength	46	7	50								
Speech Recognition	37	7	50								
Oral Comprehension	46	5	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Mail Sorters, Processors, and Processing Machine Operators. GAP refers to level difference between Packers and Packagers, Hand and Postal Service Mail Sorters, Processors, and Processing Machine Operators.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance



Near Vision	37	51	62
Written Comprehension	32	41	56
Category Flexibility	32	39	56
Manual Dexterity	44	44	56
Speech Clarity	30	37	56
Oral Expression	35	46	53
Information Ordering	37	34	53
Finger Dexterity	30	37	53
Oral Comprehension	41	46	50
Problem Sensitivity	34	34	50
Perceptual Speed	14	34	50
Selective Attention	37	37	50
Static Strength	39	46	50
Speech Recognition	30	37	50

## Skill Level Comparison - Abilities with importance scores over 69

Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
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## Experience &amp; Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators		Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators	
10+ years	0%	0%		Doctoral	0%	0%	
8-10 years	0%	0%		Professional Degree	0%	0%	
6-8 years	0%	0%		Post-Masters Cert	0%	0%	
4-6 years	0%	0%		Master's Degree	0%	0%	
2-4 years	0%	0%		Post-Bachelor Cert	0%	0%	
1-2 years	1%	0%		Bachelors	0%	0%	
6-12 months	0%	3%		AA or Equiv	0%	0%	
3-6 months	18%	18%		Some College	0%	0%	
1-3 months	9%	23%		Post-Secondary Certificate	0%	4%	
0-1 month	13%	0%		High School Diploma or GED	62%	39%	
None	56%	55%		No HSD or GED	36%	54%	

Packers and Packagers, Hand

Postal Service Mail Sorters, Processors, and Processing Machine Operators



## Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-term on-the-job training

## Job Zone Comparison

## 1 - Job Zone One: Little or No Preparation Needed

No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.

## 2 - Job Zone Two: Some Preparation Needed

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

## Tasks

## Packers and Packagers, Hand

## Core Tasks

## Generalized Work Activities:

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

## Specific Tasks

## Occupation Specific Tasks:

- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Load materials and products into package processing equipment.

## Postal Service Mail Sorters, Processors, and Processing Machine Operators

## Core Tasks

## Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

## Specific Tasks

## Occupation Specific Tasks:

- Accept and check containers of mail from large volume mailers, couriers, and contractors.
- Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.
- Cancel letter or parcel post stamps by hand.
- Check items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that



- Mark and label containers, container tags, or products, using marking tools.
- Measure, weigh, and count products and materials.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.
- Record product, packaging, and order information on specified forms and records.
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Transport packages to customers' vehicles.

#### Detailed Tasks

##### Detailed Work Activities:

- attach or mark identification onto products or containers
- clean rooms or work areas
- examine products or work to verify conformance to specifications
- load or unload material or workpiece into machinery
- load, unload, or stack containers, materials, or products
- maintain production or work records
- measure, weigh, or count products or materials
- move or fit heavy objects
- operate packaging or banding machine or equipment
- package goods for shipment or storage
- perform safety inspections in manufacturing or industrial setting
- sort manufacturing materials or products
- use hand or power tools
- wrap products

#### Technology - Examples

##### Data base user interface and query software

- Data entry software

##### Inventory management software

- Inventory tracking software

##### Spreadsheet software

- Spreadsheet software

#### Tools - Examples

items are in a suitable condition for processing.

- Clear jams in sorting equipment.
- Direct items according to established routing schemes, using computer controlled keyboards or voice recognition equipment.
- Distribute incoming mail into the correct boxes or pigeonholes.
- Dump sacks of mail onto conveyors for culling and sorting.
- Load and unload mail trucks, sometimes lifting containers of mail onto equipment that transports items to sorting stations.
- Move containers of mail, using equipment such as forklifts and automated "trains."
- Open and label mail containers.
- Operate various types of equipment, such as computer scanning equipment, addressographs, mimeographs, optical character readers, and bar-code sorters.
- Rewrap soiled or broken parcels.
- Search directories to find correct addresses for redirected mail.
- Serve the public at counters or windows, such as by selling stamps and weighing parcels.
- Sort odd-sized mail by hand, sort mail that other workers have been unable to sort, and segregate items requiring special handling.
- Supervise other mail sorters.
- Train new workers.
- Weigh articles to determine required postage.

#### Detailed Tasks

##### Detailed Work Activities:

- calculate monetary exchange
- conduct training for personnel
- direct and coordinate activities of workers or staff
- distribute correspondence or mail
- insert mail into slots of mail rack
- inspect machinery or equipment to determine adjustments or repairs needed
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- load, unload, or stack containers, materials, or products
- maintain records, reports, or files
- make minor repairs to mechanical equipment
- measure, weigh, or count products or materials
- monitor operation of mail preparation or handling machines



- Computerized scales
- Electronic water-activated tape dispensers
- Bundling equipment
- Industrial scales
- Forklifts
- Bagging machines
- Glue guns
- Claw hammers
- Heat shrink guns
- Shrink wrap machines
- Pallet jacks
- Label applicators
- Label printers
- Stencil machines
- Vacuum packagers
- Stencil brushes
- Stencil rollers
- Personal computers
- Power nailers
- Power saws
- Power tackers
- Computer scanners
- Straight screwdrivers
- Carton closing staplers
- Electric tabletop staplers
- Combination polypropylene strapping tools
- Strap sealers
- Measuring tapes
- Utility knives
- Strap cutters
- Plastic strap crimpers
- Strapping machines

#### Handling machines

- operate alpha or numeric mail sorting systems
- operate scanner
- process mail through postage machine
- provide customer service
- sell products or services
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

#### Technology - Examples



## Labor Market Comparison

Description	Packers and Packagers, Hand	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Difference
Median Wage	N/A	\$ 41,950	N/A
10th Percentile Wage	N/A	\$ 20,940	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 46,460	N/A
90th Percentile Wage	N/A	\$ 49,170	N/A
Mean Wage	N/A	\$ 37,630	N/A
Total Employment - 2007	3,780	970	-2,810
Employment Base - 2006	3,693	961	-2,732
Projected Employment - 2016	3,353	845	-2,508
Projected Job Growth - 2006-2016	-9.2 %	-12.1 %	-2.9 %
Projected Annual Openings - 2006-2016	45	10	-35

## National Job Posting Trends

Trend for Packers and Packagers, Hand

Trend for Postal Service Mail Sorters, Processors, and Processing Machine Operators

### Job Trends from Indeed.com

— Packer — Mail Sorter



Data from [Indeed](#)**Recommended Programs****General Office/Clerical and Typing Services**

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

**Maine Statewide Promotion Opportunities for Packers and Packagers, Hand**

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
45-2041.00	Graders and Sorters, Agricultural Products	88	1	170	\$17,170.00	\$17,170.00	-21%	4
43-5081.03	Stock Clerks-Stockroom, Warehouse, or Storage Yard	88	1	7,670	\$19,860.00	\$19,860.00	-9%	180
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	85	1	490	\$23,250.00	\$23,250.00	-19%	13
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	84	2	970	\$41,950.00	\$41,950.00	-12%	10
43-5081.04	Order Fillers, Wholesale and Retail Sales	83	2	7,670	\$19,860.00	\$19,860.00	-9%	180
35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	82	1	1,520	\$17,050.00	\$17,050.00	6%	115
43-5081.01	Stock Clerks, Sales Floor	82	1	7,670	\$19,860.00	\$19,860.00	-9%	180
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	82	1	13,410	\$16,470.00	\$16,470.00	15%	455
43-5081.02	Marking Clerks	81	2	7,670	\$19,860.00	\$19,860.00	-9%	180
35-3041.00	Food Servers, Nonrestaurant	80	1	890	\$18,050.00	\$18,050.00	8%	21



35-9011.00	Dining Room and Cafeteria Attendants and Bartender Helpers	80	1	800	\$15,960.00	\$15,960.00	7%	40
35-2021.00	Food Preparation Workers	80	1	5,500	\$20,040.00	\$20,040.00	10%	245
35-3031.00	Waiters and Waitresses	80	1	10,610	\$15,700.00	\$15,700.00	8%	680
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	80	1	1,190	\$18,840.00	\$18,840.00	8%	94
39-3093.00	Locker Room, Coatroom, and Dressing Room Attendants	79	1	20	\$15,760.00	\$15,760.00	10%	1

### Top Industries for Postal Service Mail Sorters, Processors, and Processing Machine Operators

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Postal service	491100	99.96%	197,637	181,070	-8.38%

### Top Industries for Packers and Packagers, Hand

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.45%	195,489	170,632	-12.72%
Employment services	561300	16.61%	138,507	140,239	1.25%
Warehousing and storage	493100	4.55%	37,952	40,553	6.85%
Plastics product manufacturing	326100	4.14%	34,557	29,305	-15.20%
Grocery and related product wholesalers	424400	2.27%	18,955	16,581	-12.52%
Animal slaughtering and processing	311600	2.18%	18,192	16,610	-8.70%
Bakeries and tortilla manufacturing	311800	1.99%	16,610	13,573	-18.28%
Other support services	561900	1.84%	15,382	16,858	9.60%
Other food manufacturing	311900	1.47%	12,295	10,313	-16.12%
Electronic shopping and mail-order houses	454100	1.40%	11,700	11,708	0.07%
Converted paper product manufacturing	322200	1.40%	11,679	7,841	-32.87%
Printing and related support activities	323100	1.38%	11,483	7,279	-36.61%
Couriers	492100	1.36%	11,331	9,741	-14.03%
Miscellaneous nondurable goods merchant wholesalers	424900	1.19%	9,911	8,620	-13.02%
Fruit and vegetable preserving and specialty food manufacturing	311400	0.82%	6,843	4,963	-27.47%